

C-CFSR Signature Sheet Template Instructions

The Instruction Manual, templates and template instructions for the C-CFSR Process are available on the [Children's Services Outcomes and Accountability Bureau](#) and [CDSS County Extranets](#) webpages.

The County may utilize a County specific cover sheet in addition to the C-CFSR Signature Sheet. The C-CFSR Signature Sheet should be completed in its entirety, except as noted below. Check boxes are provided at the top of the Signature Sheet to indicate what report is being submitted. To select the appropriate box, click into the applicable box and mark with an 'X'.

The signed C-CFSR Signature Sheet may be embedded between the applicable report cover sheet and the table of contents and/or submitted as an attachment to the report. Mail the original hard copy, with signatures in blue ink, to the CDSS at:

Children's Services Outcomes and Accountability Bureau
Attention: Bureau Chief
Children and Family Services Division
California Department of Social Services
744 P Street, MS 8-12-91
Sacramento, CA 95814

Signature Sheet Elements described below:

County	List the County responsible for the report
SIP Period Dates	The plan dates for the SIP can be found in the C-CFSR Five-Year Schedule, released to counties per All County Information Notice NO. I-16-12. The SIP period is the five year implementation period.
Outcome Data Period	This is the timeframe reported on the official CDSS quarterly data report selected for the CSA. The data is released in quarterly extracts and is the formal reporting mechanism for the state. These reports are static and can be found at: http://www.childsworld.ca.gov/PG1358.htm . Reports posted on CDSS' site are the official data reports used by the state and should not be confused with the reports available at the Center for Social Services Research (CSSR) Child Welfare Dynamic Report System (http://cssr.berkeley.edu/cwscmsreports) which are refreshed quarterly.
Contact Information and Signatures	The Signature Sheet will provide the Child Welfare Agency Director and County Chief Probation Officer contact information and signatures. The Board of Supervisors (BOS) approval will be provided by a signature of a representative of the BOS on the C-CFSR Signature Sheet and/or with submission of the formal document which signifies the Board's approval, such as an approved agenda item, minute order or Board Resolution. When submitting the CSA Report the BOS signature may be omitted. The BOS signature may also be omitted when submitting the SIP Progress Report unless substantial changes have been made to the SIP. The contact information for the county staff persons working with the CSOAB and OCAP consultants will be provided on the second page of the signature sheet. This includes the CAPIT, CBCAP and PSSF liaisons.